*Organizations are encouraged to discuss proposals with MCC staff.*

*Submission of project proposals, even at the specific request of MCC, does not constitute or imply a commitment to implement the proposal.*

**GENERAL PROPOSAL DETAILS:**

* Enter the name of the project, the organization submitting the proposal, and the primary point of contact. If there is an additional contact you’d like in future communications, enter their information as well.
* Select the type of service you are requesting (see details below). How long would you like to have an MCC team? Projects are scheduled for 1 or more weeks. **Projects greater than 1 week in duration are preferred.** A week is 40 hours, including travel, camp setup, and educational events. On average, 34 to 36 hours are spent on your project each week. **Hosting a team for an entire season would consist of 16 project weeks (without chainsaw training) or 15 project weeks (if chainsaw training is needed).**
* **MCC offers 3 service options:**

\*All teams are equipped with a vehicle, cargo trailer, camping equipment, and hand tools. Chainsaws, rigging equipment, rock drills, and other equipment may also be available.

* + **6-person teams “Full Teams”** – consists of 4-6 members including a Team Leader, Assistant Team Leader, and Team Members. These teams welcome local volunteers and agency assistance, but are able to complete projects will minimal support.
  + **3-person teams “Mini Team”** – consists of 3 members including a Team Leader and Team Members. These teams are a good choice for smaller projects or to act as a facilitator for a project that can be substantially completed by local volunteers. A Mini-Team will assure your project makes progress – with or without volunteers on a daily basis.
  + **Project Planning Assistance** – MCC offers phone consultations free of cost and site consultations for $50 + mileage at $0.45/mile. MCC will provide feedback on your project ideas and gauge the feasibility of MCC’s capacity to complete the project.
* **The 2026 Field Team season runs from June through October.** List all months that are feasible for executing the project. MCC receives the most proposals for June-July-August. **Please consider the fall months**. MCC prefers to not schedule high-elevation – backcountry projects after the end of September.
* MCC’s default schedule is Monday through Friday. A double session (9 days – Monday through next week’s Tuesday) is the most suitable schedule for distant sites and remote areas (project locations with a travel time of 2 hours or more from MCC headquarters). If the project is selected, MCC staff will draft a schedule for review and approval prior to the team’s arrival.

**Please understand that you are requesting to have an MCC team work on your project for a specific length of time. It is possible that your MCC team may not be able to complete your project due to bad weather, equipment failures, inaccurate estimates, and other unforeseen events. MCC teams try their best to meet your expectations and we will do what we can to work with you to complete your project.**

**FUNDING:**

* Indicate the source of project funding if funding is secured or pending. If pending, provide an outline of when you expect funding to be determined. If funding is not secured in the calendar year, MCC will hold proposals for a period of one year upon request. If selected, the partnering agency will be responsible for payment upon receipt of an invoice.

**PROJECT DETAILS:**

* Select the type of project you are applying for. Select all categories that apply. You may enter a category not listed, or make relevant notes, in the “other” category.
* Give the town and/or other relevant information to explain the location of the project. **MCC is limited to making improvements to public lands or projects managed by public or non-profit organizations.**
* Provide a general description of the work to be accomplished. You may also attach a map or sketch or a site plan that graphically depicts the project. **It is critical that you provide enough information so that MCC can understand the nature of your project and what skills and equipment will be required to complete the work.**
* Project Need: Why is this project important? Please relay the determined need for this project and any evidence that backs this determination. Studies, land management plans, user surveys, and SCORP are examples of supporting documents.
* Please list any Federal ([Army Corps of Engineers](https://www.nae.usace.army.mil/Missions/Regulatory/State-General-Permits/Maine-General-Permit/)), State ([DEP](https://www.maine.gov/dep/land/nrpa/index.html), [LUPC](https://www.maine.gov/dacf/lupc/laws_rules/index.shtml)), and Municipal (Code Enforcement) permits that are required for your project, and when you expect to receive them. **It is your responsibility to acquire all permits for your project**. [Generally, you will need a permit if you are working in, on, over, or within 75 feet of a protected natural resource.](https://www.maine.gov/dep/land/nrpa/ip-nrpa.html) Some permits can require 3 or more months to obtain. **Also, include any pending leases that are required for you and MCC to gain access to the property.**
* Who will benefit? What population area will this project serve (e.g. local community, region, statewide, etc.)? How many people do you estimate will benefit from the project? You may share public use data collected at your location or present your best estimate of future use.
* MCC teams will serve on outdoor projects in inclement weather unless the Team Leader considers conditions to be unsafe. We recommend that you identify additional project options for inclement weather that can be accomplished at a sheltered site and/or tasks that pose little danger when done in inclement weather. For example, moving gravel on level terrain, maintaining corridors, etc. poses less danger in wet conditions than moving rocks on steep terrain.
* **All project materials are the responsibility of your organization**. It is requested that all lumber, gravel, stone dust, quarry stone, crushed stone, geotextile, etc. be delivered to the site **before the team starts the project**. If a team must wait for materials, they may not be able to complete the project for you. Please reach out if you have questions about material choices.
* While MCC has a supply of tools, we frequently rely on the sponsor to provide tools that we cannot supply. Electric power tools, ATVs, tractors, track-steer loaders, dump trucks, and other heavy equipment are things that MCC cannot provide. In many cases, project sponsors rent this equipment for the duration of the project. Please describe what tools you can provide, and what tools you’d expect MCC to provide.
* MCC teams typically camp out at the project site each week. The MCC has tents and cook sets available for team use. Your organization must, at a minimum, provide a source of water for drinking, cooking and dishwashing, as well as a means of safe disposal of human waste. A reasonable area to pitch tents is usually all that the team will need. Shelter in a shed or building (i.e. church basement or empty school classroom) are common arrangements.
* As previously noted, MCC supplies teams with camping gear, such as kitchen kits, stoves, propane tanks, tarps, and tents for shelter. Please indicate whether it is both safe and allowable for teams to store gear at the basecamp during time off.
* **Non-residential** teams do not stay at the basecamp provided by partners during days off but travel to and from the MCC office in Augusta between work sessions.

**Residential teams** stay at the basecamp provided by the sponsor during time off and do not return to the office each week, allowing for more time on the project site. To be considered a residential housing site, during time off, the team must have reasonable access to showers, laundry facilities, shopping, and indoor shelter.

**Residential project sites are strongly encouraged and will have preference over non-residential sites.**

**AMERICORPS MEMBER EXPERIENCE:**

* In addition to accomplishing projects, MCC facilitates professional development through dedicated education time. In addition to training events, two hours each week is reserved for education time. These hours predominantly consist of job readiness training implemented by Team Leaders. Please indicate your ability to provide any education or training to the team. This can take the form of presentations about your organization, guest speakers, specific training (e.g., invasive species identification, tribal land history), or field trips to educational sites in the area. How can your organization facilitate connections to the local community? Are there local clubs that could visit the project, town meetings the members could attend, or community dinners?
* For the Team Leader’s awareness, please relay local resources for conducting job readiness training (libraries, WIFI, offices, educational institutions, etc.)
* MCC promotes volunteer involvement on projects. We are open to engaging volunteers on any project and will actively help you recruit volunteers for your project.

**OPERATIONS:**

* Projects should include a primary contact (aka project liaison). The liaison is responsible for a variety of tasks in conjunction with the execution of the project. Please review the operations checklist and indicate the organization's ability to complete each task.
* Signatures: The person authorized to submit this proposal, and the project liaison should sign the document.

If you have any questions about your MCC Project Proposal Form, contact:

Taylor Deely, Field Team Program Manager

Maine Conservation Corps

(207) 624-6065

[Taylor.Deely@maine.gov](mailto:Taylor.Deely@maine.gov)

**Please submit one copy of the completed project proposal to:**

**MAILING ADDRESS HAND DELIVERY LOCATION**

Maine Conservation Corps Maine Conservation Corps

124 State House Station 54 Independence Drive

Augusta, Maine 04333-0124 Augusta, ME 04330

**FACSIMILE TRANSMISSION E-MAIL SUBMISSION**

Fax: (207) 287-3342 [Taylor.Deely@maine.gov](mailto:Lindsey.May@maine.gov)